Cincinnati Police Department
STAFF NOTES

January 31, 2006

Colonel Thomas H. Streicher, Jr., Police Chief

INSIDE

1. **COURT HOLIDAY – PRESIDENT'S DAY**

   Hamilton County Municipal Court will observe President's Day on Monday, February 20, 2006. Room A will be open in the morning only; all other courtrooms will be closed.

   Police officers are reminded not to issue citations of any type requiring a court appearance on this date.

2. **MODEL-NETICS MANAGEMENT DEVELOPMENT COURSE**

   The University of Cincinnati's Department of Public Safety will be holding a six-day management development course entitled "Model-Netics". This course provides a unique way to look at management concepts that facilitates recall of the information in the real time of management situations. The course is suitable for all levels of management and builds on both professional and personal experiences to allow each student to individualize the material to his/her specific needs.

   The cost of the course is $350. Payment and registration is due no later than Friday, February 10, 2006. Attached to these Staff Notes is the registration form and additional information regarding the course. Sworn personnel interested in attending must submit a Form 70T, Request for Outside Training, through the chain of command no later than Friday, February 3, 2006.

   Questions regarding this training may be directed to Lieutenant Anthony Carter at 352-3562.

3. **2006 LEADERSHIP RETREAT**

   The 2006 Leadership Retreat is scheduled for February 22-23, 2006 at the Marriott Kingsgate Conference Hotel, located at 151 Goodman Avenue. This training is mandatory for lieutenants and above and non-sworn directors. It will be held from 0800 – 1600 hours on each day. Parking will be provided in the garage. The dress code is uniform of the day or conservative business attire. Attached to these Staff Notes is a map and directions to the Marriott Kingsgate Conference Hotel.

4. **CINCINNATI LAW LIBRARY ASSOCIATION**

   Attached to these Staff Notes is a letter inviting Cincinnati officers to use the County Law Library while waiting at the Hamilton County courthouse. The library is located on the 6th floor of the County courthouse.

5.   REVISION TO FORM 55, LETTER OF UNDERSTANDING

Form 55, Letter of Understanding, has been revised. The form establishes the new rates for outside employment details. This revision is effective immediately. To access the Form 55, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 55.

6.   REVISION TO PROCEDURE 14.200, INFORMATION TECHNOLOGY

Procedure 14.200, Information Technology, has been revised.

Numerous revisions have been made to the procedure. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

7.   THANK YOU LETTERS

Attached to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Lieutenant Jim Gramke   Police Specialist Donna Dees
Police Officer Tim Pappas   Police Officer Luke Putnick

COMMENDATIONS FOR THE WEEK OF 01/31/06-02/06/06

POLICE SPECIALIST DENNIS FICKER
POLICE OFFICER JEFFREY MCKINNEY
POLICE OFFICER CHRISTOPHER BIHL
DISTRICT FOUR

During November and December of 2005, District Four experienced a series of daytime residential burglaries in the North Avondale/Xavier University area. Police Specialist Dennis Ficker, Police Officer Jeffrey McKinney and Police Officer Christopher Bihl responded to many of the crime scenes. The officers identified a pattern and believed it was the same suspect committing several of the burglaries. They also believed the suspect was wearing gloves during the crimes due to the lack of fingerprint evidence. On December 13, 2005, Specialist Ficker responded to a crime scene on Paddock Road and immediately connected this offense to the other burglaries. Due to a recent snowfall, Specialist Ficker found footprints and was able to identify a distinct design in the shoe print. Officers Bihl and McKinney responded to assist and utilized the aerosol "Snow Impression Wax" method to obtain a cast of the footprints.

The following day Officers Bihl and McKinney were conducting surveillance in the area when they observed a subject who stepped off the sidewalk and into the snow. Officer Bihl spoke with the subject while Office McKinney looked at the footprint left by the subject. The print was consistent with the one taken from the crime scene the previous day. The officers requested the subject respond to District Four to be interviewed. While at the district the subject, Andre Palmer, was observed trying to hide a pair of latex gloves he had in his pants pocket.

Specialist Ficker and Officers Bihl and McKinney interviewed Mr. Palmer and were able to obtain a confession for the offense on Paddock Road as well as numerous other burglaries. Additionally, the officers were able to learn the location of the stolen property and additional offense locations.

Specialist Ficker, Officer Bihl, and Officer McKinney are deserving of this commendation for their use of progressive crime scene methods as well as their investigative expertise and tenacity. Their effective interview technique resulted in the arrest of a serial burglar responsible for the loss of several thousand dollars in theft and damage to property from at least 13 burglaries.

UNIVERSITY OF **UC**
Cincinnati

University of Cincinnati
"Model-Netics"
Management Development Course

The University of Cincinnati will be holding a class for the management development course entitled "Model-Netics." This course provides a unique way to look at management concepts that facilitates recall of the information in the real time of management situations. The course is suitable for all levels of management and builds on both professional and personal experiences to allow each student to individualize the material to his/her specific needs.

The cost for this course is *$350. **Please make checks payable to the University of Cincinnati**
This fee covers all study materials, parking, coffee breaks and a box lunch on the final day of the course.

This is a six day course which will be held on the following dates and times:

Monday, March 6, 2006	.	.	.	.	8:30 AM – 4:30 PM
Wednesday, March 8, 2006	.	.	.	.	8:30 am – 4:30 PM
Friday, March 10, 2006	.	.	.	.	8:30 AM – 4:30 PM
Monday, April 17, 2006	.	.	.	.	8:30 AM – 4:30 PM
Wednesday, April 19, 2006	.	.	.	.	8:30 AM – 4:30 PM
Friday, April 21, 2006 .	.	.	.	.	8:30 AM – 1:00 PM

All sessions will be held at in the Police Training Room, 2nd Floor, Three Edwards Center, 51 W. Corry St. on the University of Cincinnati campus. Parking is available in Corry St. garage which is attached to the building. You will be issued a parking pass at the first session. If you have questions, please call Linda Banks at 556-4951 during regular business hours.

Please complete the registration form below and return it along with your registration payment, no later than Friday, February 10, 2006, to:

University of Cincinnati, Department of Public Safety, 51 W. Corry St., Cincinnati, OH 45221-0215
Attn: Linda Banks

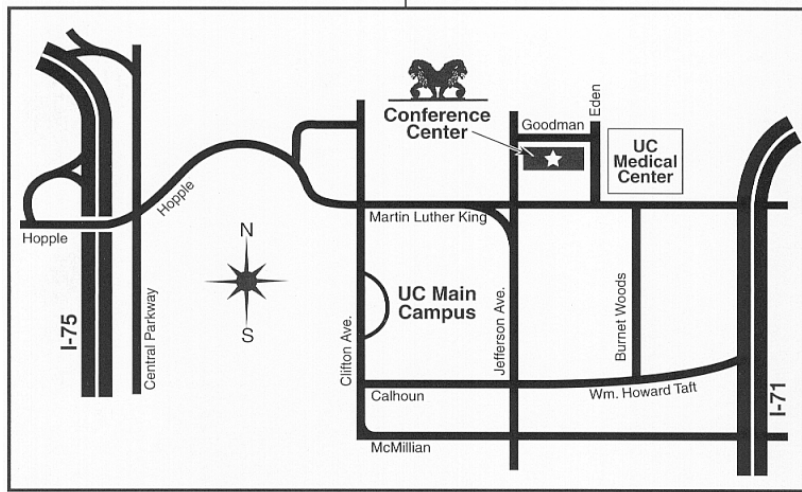
REGISTRATION FORM

NAME_____

ORGANIZATION_____

BUSINESS
ADDRESS_____

TELEPHONE_____FAX_____

CITY_____STATE_____ZIP CODE_____

MODELNETICSREGFORM2006

LEADERSHIP RETREAT DIRECTIONS

From the North
- I-75 South to Hopple Street exit
- Turn left at the light onto Hopple Street. You will now be travelling east
- Cross over I-75 and follow road up the hill. Street changes its name to Martin Luther King
- Follow eight traffic lights to Eden Street, turn left
- At the first street, turn left onto Goodman Drive
- Kingsgate Conference Center is on the left. Up the hill for Valet Parking, down to Self Park

From the South
- I-75 North to Hopple Street exit (Exit is on your left)
- Turn left at the light onto Hopple Street. You will now be travelling east
- Cross over I-75 and follow road up the hill. Street changes its name to Martin Luther King
- Follow eight traffic lights to Eden Street and turn left
- At the first street, turn left onto Goodman Drive
- Kingsgate Conference Center is on the left

From Columbus
- I-71 South to William Howard Taft Road exit
- Turn right on Jefferson Avenue
- Turn right on Goodman Drive
- Kingsgate Conference Center is on the right

From Indianapolis
- I-74 East to I-75 South to Hopple Street exit
- Follow same directions as above, from the North

From I-471, I-71 South
- I-471 North to I-71 North a Reading Road exit
- Follow Reading Road for 6 traffic lights, to Martin Luther King and turn left
- At the fourth light, turn right onto Eden Street
- At the first street, turn left onto Goodman Drive
- Kingsgate Conference Center is on the left
- Up the hill for Valet Parking, down to Self Park

PARKING INSTRUCTIONS
- When you turn into the Kingsgate driveway, enter the Kingsgate Parking Garage underneath the hotel. Pull a spitter ticket at booth and go down one level to P-2 or P-3 and **park in sections A or B (closest to the Kingsgate Elevators).**

Cincinnati Law Library Association

January 11, 2006

Lt. Kurt Byrd
Executive Officer
City of Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Re: Cincinnati Police Use of County Law Library

Dear Lt. Byrd:

I often see your officers in the County Courthouse and would like to extend an invitation that they utilize the Law Library on the 6th floor while they are waiting. We have numerous books on accident investigation, DUI and search and seizure handbooks, and other topics relevant to police work that they are free to browse. I saw the promotion reading list and we have also acquired two specific titles from the list:

> Understanding Use of Police Force (Rahtz)
> The Compstat Paradigm (Henry)

that your officers would be welcome to use in the Law Library or to borrow. We also have 4 copies of the Ohio Revised Code. In the future, if you or someone in the Department provides us with the current reading list, I would be interested in acquiring texts that are appropriate for our collection.

Additionally, our wireless network is available to any officers who wish to bring in their laptop or PDA for Internet access, and we have a comfortable lounge with coffee and numerous periodicals and newspapers.

If there is any way we can be of service to the police department, I hope you will let us know.

Yours truly,

David P. Whelan
Law Librarian / Director

5440 Ellmarie Drive
Cinn., Ohio 45227
January 14, 2006

Captain Kenneth Jones
District One Police Station
310 Ezzard Charles Drive
Cinn., Ohio 45214

Dear Captain Jones:

    I'm writing to commend Officer Luke Sutnick! On December 18, 2005, our car was stolen while my son was driving it. Upon arrival at the scene, Officer Sutnick was the one I spoke with. He was not only helpful, but understanding and knowlegable with my son who has a bipolar condition. I appreciated the way he handled the situation. He displayed kind, professional and caring behavior toward my son & I. He's an asset to your division.

        Sincerely,
        Bethree Yarborough
        (513-561-8537)

Well done Luke!
JKJ

December 5, 2005

Chief Thomas H. Streicher, Jr.
Cincinnati Police Department
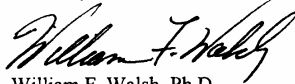310 Ezzard Charles Dr.
Cincinnati, OH 45202

Dear Chief Streicher:

Thank you for permitting Lieutenant James F. Gramke to attend the 114th Administrative Officers Course at the Southern Police Institute. He has successfully completed a rigorous academic program designed to assist in the development of police administrative and command personnel. To successfully complete this programs the student is required to master its academic requirements, prioritize course objectives, manage time appropriately, while identifying and using resources available within their fellow students and the University. Lieutenant Gramke applied himself diligently to this effort. It is our opinion that this experience will help prepare him for increasingly progressive administrative assignments in your agency.

We are grateful for the support and confidence you have shown in the Southern Police Institute by providing us with the opportunity to instruct your officer. It is our hope that you will continue that support by providing a similar opportunity for others under your command to participate in our future programs. Your support helps us achieve our mission of advancing the professional preparation, knowledge and skills of current and future law enforcement administrators.

Lastly, we are a customer oriented learning institute. Please feel free to contact us if you have any suggestions that would assist us in our mission.

Sincerely,

William F. Walsh, Ph.D.
Director
Southern Police Institute

Norwood Police Division

WILLIAM J. SCHLIE, CHIEF

ELM & MONTGOMERY ROAD
NORWOOD, OHIO 45212
TEL (513) 458-4523
FAX (513) 458-4524
OFFICE OF THE CHIEF

January 20, 2005

Colonel Thomas H. Streicher, Jr.
Cincinnati Police Division
310 Ezzard Charles Dr.
Cincinnati, OH 45214

Dear Chief Streicher:

 I would like to take this opportunity to recognize P.O. Pappas and K-9 Officer "Lazer" for their assistance to the Norwood Police Department on January 6, 2006.

 We were called for K-9 assistance for an armed robbery at the Dollar General at the Norwood Plaza. Officer Pappas and "Lazer" responded and obtained a "Hot Track" and followed it for a considerable length, when the track was lost at Hazel and Floral Avenues in our City limits. Although, the suspect was not apprehended, I would like to offer our sincere thanks for their help.

 As always, we appreciate the assistance that the Cincinnati Police Division gave us, and especially Officers Pappas and K-9 Lazer. I would like to thank them for a job well done!

Respectfully,

William J. Schlie
Chief of Police
Norwood Police Division

"Gem of The Highlands"

Alpha Kappa Alpha Sorority, Incorporated

SIGMA OMEGA

December 27, 2005

Mr. Tom Streicher
Chief of Police
Cincinnati Police Department
310 Ezzard Charles Dr.
Cincinnati, OH 45214

Dear Chief Streicher:

Again, we would like to thank Officer Donna Dees for her commendable presentation on December 19, 2005 made to residents of Madison Villa, a senior citizen residential complex, at the annual Christmas Party and Senior Health, Safety and Quality of Life Issues event sponsored by Sigma Omega Chapter of Alpha Kappa Alpha, Inc.

Her emphasis continues to be on urging the senior citizens to take preventative measures to insure safety. Her rapport with the residents was excellent.

We express our appreciation t Officer Dees and the Cincinnati Police Department for its continued cooperation in reaching out to the community.

Sincerely,

Iva M. Brown, President
Sigma Omega Chapter of
Alpha Kappa Alpha, Inc.

14.200   INFORMATION TECHNOLOGY

Reference:

Ohio Revised Code 2913.04(B) - Unauthorized Use of Computer Property
Manual of Rules and Regulations, Section 2.05
City Personnel Policies and Procedures, Chapter 9.1, Internet Access and
Electronic Mail Policy
City Information Security Manual
Human Resources Policies and Procedures, Chapter 9
Information Technology Management Section Help Area on Department Intranet

Definitions:

Internet - The World Wide Web.

Intranet - The protected network of city owned computers.

Software - Computer programs such as Windows, Microsoft Office, Microsoft Exchange, etc.

Hardware - Computers, monitors, printers, etc. All peripheral devices are hardware.

Computer User Liaison (CUL) - Persons designated by a district/section/unit commander to act as the first line of assistance.

Helpdesk -
  - Information Technology Management Section (ITMS) Helpdesk for hardware support.
  - Software trainer for software support.
  - RCC Helpdesk for e-mail support.

Rebooting - Shutting down and restarting the computer.

Purpose:

Ensure the security and integrity of the Police Department's computer systems.

Ensure that computer systems are properly obtained, utilized, and maintained.

Policy:

No person shall attempt to gain access to or use any program, computer, or network for which they are not authorized. No person will modify, move, or delete any file or document unless authorized to do so. All software will be installed by or under the direction of ITMS.

Personnel are accountable to the provisions of all user agreements when accessing software applications and programs on Department computers.
All computers and information systems, including email, Internet capabilities, and computer programs are for official business only. Police Department computers may not be used for games or Internet music/videos.

Members will not use unlicensed software on Police Department computers. Violations can be a fifth degree felony under Ohio Revised Code.

Information:

The Information Technology Management Section (ITMS) is responsible for the purchase, installation, maintenance, and administration of information technology used by the Department except for a limited amount of equipment dedicated to Police Communications Section.

Members have no expectation of privacy regarding the use of Police Department computers, files stored on Police Department computers, or email.

Procedure:

A.   Procuring Information Technology (IT):

    1.   ITMS personnel will research all IT requests. ITMS must be involved in all phases of IT procurement, including vendor management, demonstrations, planning, etc.

        a.   ITMS will receive, inventory, install, and maintain all IT, licenses, maintenance contracts, and user agreements for the Department.

        b.   Purchase requests for all additional IT must be documented and supported on a Form 17IT.

            1)   Submit the Form 17IT through the chain of command.

                a)   Email or FAX a copy to ITMS.

                b)   The affected bureau commander will forward approved requests to ITMS.

            2)   ITMS will:

                a)   Make recommendations on the Form 17IT as to the propriety of the IT requested.

                b)   Complete the Form 630.

                c)   Submit Forms 17IT and 630 to the ITMS Commander who will forward the request through the chain of command to the Resource Bureau Commander.

            3)   The Resource Bureau Commander will either:

                a)   Approve the request and forward to Finance Section.

                b)   Disapprove the request and return the annotated Form 17IT to the affected bureau commander and the Form 630 to ITMS.

B. Trouble Shooting and Maintenance:

1. If the user cannot solve the problem by rebooting, the user should contact the on-duty district/section/unit Computer User Liaison (CUL).

   a. If a CUL is not available, call the ITMS Helpdesk.

      1) After normal business hours, absent exigent circumstances, leave a description of the problem on the ITMS Helpdesk voice mail.

      2) If exigent circumstances exist, contact Police Communications Section who will contact the ITMS Commander or designee. If necessary, the recall of ITMS personnel will be authorized.

   b. If the system in question is a CLEAR-owned Regional Crime Information Center (RCIC) terminal, contact the ITMS Help Desk during normal business hours. After normal business hours, contact the Regional Computer Center (RCC) Help Desk.

2. Users are responsible to store all files on the allocated server space.

   a. Files should not be stored on local hard drives or floppy disks. Floppy disks are unreliable and should not be considered a dependable source of back-up.

C. Use of Computers:

1. Do not use or install any hardware or software on Department computers.

2. The standard Department desktop is the only authorized desktop format.

3. Knowledge of unauthorized access to any computer, system, or network must be immediately reported to a supervisor.

4. Users must "log in" in order to use any computer.

   a. When not actively using the computer for any length of time, log off.

   b. Do not turn off the computer.
   c. Reboot computers daily.

5. Only data created with Police Department software may be stored on Department servers.

   a. Files, documents, spreadsheets, etc., of outside origin must be scanned for viruses before use on a Department computer.

6. Supervisors will report personnel changes affecting computer use to ITMS, including people no longer needing access to a computer.

D. Passwords:

    1. Users are assigned secure passwords when their accounts are created.

        a. Passwords should be at least eight characters in length and should include letters and numbers.

        b. Passwords are not retained by ITMS. ITMS can issue a new password if necessary.

        c. Passwords should be changed on a regular basis.

        d. Supervisors can require that subordinate personnel provide them with their password.

        e. Department personnel are required to provide their passwords to ITMS personnel upon request, as may be necessary for the performance of official duties.

    2. Electronic Mail (Email) logon:

        a. Users should change their RCC assigned password at their first logon.

        b. RCC requires the change of email passwords every 90 days.

        c. New email passwords must be unique and at least eight characters in length.

        d. For email problems contact the RCC Help Desk.

        e. Supervisors can require subordinate personnel provide them with their email password.

    3. Personnel will not share or disclose passwords except at the direction of a supervisor.

E. Electronic Mail (Email):

    1. Abide by the City of Cincinnati Electronic Mail Policy.

    2. Use for official business only.

    3. Most email messages are public record.

        a. Generally, access to email pursuant to a Public Records Request (see P.M. 18.120 and ORC 149.32) will occur with the employee's knowledge, in their presence, and with their cooperation.

        b. Access without the employee's knowledge should be coordinated with ITMS and RCC.

4. Users are required to maintain email accounts that do not exceed allowed storage limits. This includes deleted messages in the inbox, sent items folder, and deleted items folder.

F. Internet:

1. Abide by the City of Cincinnati Internet Policy.

2. Use for official business only.

3. Users must be aware that downloading programs and email attachments can spread viruses.

G. Use of Personal IT Appliances or Devices with Department-owned Equipment:

1. The Department does not permit the attachment of any personally owned IT appliances of any type (cameras, audio-recorders, printers, etc.) to Department-owned equipment, unless approved by the ITMS Commander.

2. Users must submit a Form 17IT and any licensing documents through the chain of command to the ITMS Commander. Describe the use, nature, and purpose of any personal IT devices requiring attachment to Department equipment.

3. The ITMS Commander will evaluate the request and recommend approval or disapproval, based on the particular IT appliance and how it may affect the function and security of Department equipment, operations, and security. ITMS will forward its recommendation to the Information Management Bureau Commander for review and approval.

4. Upon approval, the user will contact ITMS and arrange for the installation of hardware and software. Users will be notified of disapproval via the chain of command.

   a. ITMS will participate in all initial installation and permanent removal of personal IT appliances connected to Department equipment.

   b. After installation, ITMS will not perform any maintenance or support for personal IT devices. Any maintenance, support, or repair of such devices is the responsibility of the user/owner.

   c. Persons requesting connection of personal IT devices to Department equipment could be financially responsible for repair of damage caused to Department equipment by personal IT devices.

6. If a personal IT device negatively affects the operation or security of Department equipment, immediately or subsequently, ITMS will recommend and request permission of the district/section/unit commander to remove offending device(s).

7.   Use of personal IT devices connected to Department equipment is limited to official business only. Additionally, such use is subject to all policies, rules, and regulations of the Police Department and the City of Cincinnati.